



Certification Procedure

Objective

The certification process aims at validating the district results by sampling the verified ODF villages.

Certification process

The P-DHID will plan quarterly certification visits based on the monthly verification report sent by district RWSS officer. Each district will be assessed for certification of results at least twice a year. The visit will consist of a desk review and a field visit of sampled village.

The certification assessment will be conducted by a minimum of two professionals, it is recommended that one member of the team should be a female:

- One member of the P-DHID office (in exceptional circumstances a member from the provincial team can be appointed in place of the P-DHID)
- One member of provincial team (PMO office, other line ministries staff- MOCTA/Community Development, NGO/CP)

1. Desk review of district documents (annex 1- page 1)

The certification team will review the following documents and complete the desk review sheet:

1. Monthly report send to P-DHID
2. Minutes of the D-WASH
3. Minutes of the DDCC

2. Field visit (annex 1- page 2)

The certification team will select 10% of the verified villages. In any case at least 5 villages in 3 different wards should be visited.

The verification tools (annex 2 and 3) will be used during the village visit. The aim is to compare the district verification results with the assessment conducted by the certification team.

3. Certification rating

The certification of district results is obtained if 90% of the results meet the set ODF criteria.

If the certification of result is granted, all villages with verification document available at district level will be certified.

If less than 90% of the results of the village visited during the certification visit are in accordance with verification summary, the certification is not granted.



4. Communication of results

Following the field visit and the desk review the certification team should give informal feedback to council management (if possible including DMO) prior to departure.

A formal letter signed by the PS Provincial Administration should be sent within a month of the certification visit to inform the district of their certification status. A copy of the certification report should be attached. The P-DHID will copy the MLGH central level on this communication.

The P-DHID office will send a quarterly report of implementation progress by district and certification visit.

5. Awarding/celebration

Following the certification of district results, the list of Open Defecation Free village will be published in the full council resolution and transmitted to provincial and national level.

Each certified village will receive a visit by district official recognizing their ODF status and a placard or billboard stating their ODF status will be erected at the entrance of the village.



ANNEX 1: Certification Sheet

Desk Review

1. Review sanitation/CLTS monthly report send to P-DHID
 - Number of villages verified.....
 - Number of report of verification available (with the 3 following elements):
 - Household data sheet
 - Summary of verification
 - Copy of the CS/TC letter to the headman of the village
2. Review of district report
 - Is DDCC report including sanitation component
 - Is there a plan for verification of ODF claimed villages (Y/N).....

Field Visit results

1. Sign of consistency with district verification report
 - Are the name of the villagers consistent
 - Is the number of latrine in use and their specification consistent
2. Is the current status of the village in accordance with the district verification (Y/N) If not why?
.....
3. Does the villagers recall the date of the verification (approximated date is valid)
Y/N.....
4. Have the villagers (headmen/chief, ward councillor etc.) been informed of the result of the verification process.....
5. Actions taken on verification recommendation.....
6. Recommendations

Overall rating of the district verification process

Certification granted:

More than 90% of the results of the certification visit are in accordance with verification results and verification documents are available at district level

Certification Not Granted:

Less than 90% of the results of the certification visit are in accordance with verification results or documents are not available at district level



ANNEX 1: ODF request form household Excel sheet

District:		Village:		Ward:		Constituency:		Chiefdom:		Date:	
Villages headman:			Champion/facilitator name			Triggering date if applicable:			ODF claim's date:		
Number of Household:			Village population (summary for headman):								
NO	Name Household	of	Total numbers of people per household	1 LATRINE CONSTRUCTION					2 Hand-washing Stations (HWS)		
				Latrine (Y/N)	Smooth /cleanable floor	Lid on top of the hole	superstructure providing privacy	In Use (Y/N)= sign of excreta in the pit	Handwashing station (Y/N)	Handwashing station with water soap/ash	



ANNEX 2: SUMMARY OF VERIFICATION

PART 1: VILLAGE PROFILE

1. Name of village:
2. Population:
3. Number of households:
4. Number of household visited:
5. Name of the champion/ facilitator + contact
6. Date village was triggered (if applicable):
7. Date of ODF claim:

PART 2: SANITATION & HYGIENE

8. Number of Households visited with adequate latrine (smooth floor+ LID+ superstructure):
9. Number of Households with adequate latrine (smooth floor+ LID+ superstructure) in use:
10. Number of Household with Hand Washing facilities (water + soap/ash):

PART 3: OBSERVATION

11. Evidence of Excreta in the village (including old defecation site)

Part 4: FINAL DECISION FOR ODF STATUS:

YES - ODF STATUS GRANTED

NO - ODF STATUS NOT GRANTED

Part 5: RECOMMANDATION

Part 6: SIGANTURE OF VERIFICATION TEAM

- | | |
|---------|-----------|
| 1. Name | Signature |
| 2. Name | Signature |
| 3. Name | Signature |